



Lexington-Fayette Urban County Government  
DIVISION OF HUMAN RESOURCES

Jim Gray  
Mayor

Janet Graham  
Commissioner

**M E M O R A N D U M**

**TO:** Jim Gray, Mayor  
Richard Moloney, Chief Administrative Officer  
Council Members

**FROM:** \_\_\_\_\_  
Leslie Jarvis, Acting Director  
Division of Human Resources

**DATE:** September 20, 2011

**SUBJECT:** Abolish full time position/Create part time position

The attached action amends Section 22-5 of the Code of Ordinances abolishing one (1) position of Citizens Advocate (Grade 118E) and creating one (1) position of Citizens Advocate P/T (Grade 115E) in the Citizens Advocate office, effective upon passage by Council.

The Council Office requested, and a study was conducted by the Division of Human Resources in accordance to standard procedures using the Position Analysis Questionnaire (PAQ) and position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, the recommendation was to reallocate this position of Citizen's Advocate (Grade 118E) from full time to Citizen's Advocate P/T (Grade 115E) in the Citizens Advocate office.

This part time position was included in the FY 12 adopted budget.

If you have questions or need additional information, please contact Daniel H. Fischer at 258-3030.

Attachment

Log #12-0015